



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

FEB 22 2010

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DES-04 - Access Control Policy for the Fort Polk Military Installation

1. References:

- a. DOD 5200.08-R, Physical Security Program, 9 Apr 07, Change 1, 27 May 09
- b. DOD Directive 8190.3, Smart Card Technology, 31 Aug 02
- c. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 06
- d. Home Land Security Presidential Directive 12, 27 Aug 04
- e. JRTC and Fort Polk Supp, 1 to AR 190-5, Motor Vehicle Traffic Supervision, 7 Jun 00

2. Purpose: To outline the requirements to access the Joint Readiness Training Center and Fort Polk while complying with the above references.

3. Applicability: This policy is applicable to anyone who lives, works, or visits the Joint Readiness Training Center and Fort Polk.

4. Definitions:

- a. "Centralized Operations Police Suit (COPS)" - The system used by the Directorate of Emergency Services (DES) to issue manually prepared passes and identification cards.
- b. "Rapid Gate" - Voluntary program provided for vendors and contractors who access the installation on a frequent basis to conduct business. Under the Rapid Gate program vendors and contractors undergo a background investigation and are issued an ID badge that can be scanned at the access control points (ACP) using handheld scanners. This program has a monetary fee for enrollment and use.
- c. "Mobilisa" - Mobilisa is a handheld device that can scan all common access cards (CAC) DoD ID cards, US passports, and state Department of Motor Vehicle driver licenses and ID cards.

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5. Policy:

a. All personnel entering the Joint Readiness Training Center and Fort Polk are required to be vetted at all ACPs by security personnel.

b. Vetting of all personnel will be performed by electronic scanning through the use of Mobilisa or Rapid Gate, or by an individual visitor pass issued at the visitor control center or central in and out processing office.

c. The following forms of identification will be accepted as proof of identity:

- (1) DoD CAC
- (2) DoD ID card
- (3) State issued driver license/ID card
- (4) US passport
- (5) Rapid Gate pass
- (6) Installation visitor pass (COPS or other DES generated pass)

d. All vehicles will be assessed at installation ACPs to ensure their compliance with AR 190-5, (properly licensed, registered and insured). This assessment may be done previously through the issuance of DOD vehicle decals from the central in and out processing office, the visitor control center, or individually at installation access control points.

e. All personnel entering the installation with a visitor pass must have a valid reason for access. Reasons for access will be validated by the following methods:

- (1) Previously identified by access roster provided to the DES
- (2) Personal escort by an authorized resident or employee
- (3) Telephonic verification at point of access (visitor center, ACP1, ACP4, or ACP 7).

6. Exceptions:

a. Persons under the age of 18 that do not possess a DoD Family Member ID card, but are accompanied by parent or guardian, may be validated by that individual. For the purpose of this

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policy, the term guardian is specified as an older sibling 18 or above, athletic coach, teacher, or other individual who has control and responsibility for the minor person and their actions.

b. The following forms of ID are acceptable when expired under the following conditions:

(1) Suspended driver license when the holder is not the operator of a motor vehicle and is being escorted by an authorized visitor or resident of the installation or when alone on foot.

(2) US passports less than one year past the expiration date and the holder is being escorted by an authorized visitor or resident of the installation.

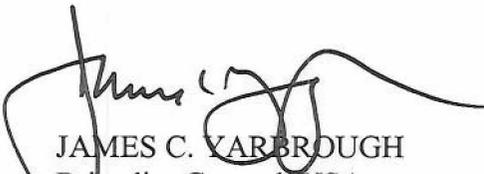
c. Commercial vehicles over one ton are required to enter and exit the installation through ACPs 4 and 7 (cargo inspection gates) unless participating in the Rapid Gate program.

d. All vehicles entering the installation are subject to, and will comply with, random anti-terrorist measures.

7. Enforcement: This policy is punitive in nature. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this policy are subject to punitive and administrative action. Individuals not subject to the UCMJ who fail to comply with the provisions of this policy are subject to adverse administrative action or prosecution in federal court. The Provost Marshal is responsible for enforcing this policy and will coordinate with the installation Garrison Commander to consider suspending or barring installation access to those who violate this policy when appropriate.

8. Implementation Period: There will be a 30-day implementation period after the effective date of this policy during which citations will not be issued to violators of this policy. The Public Affairs Office will use this 30-day period to inform the public of this policy.

9. This policy will remain in effect until superseded or rescinded.



JAMES C. VARBROUGH
Brigadier General, USA
Commanding

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